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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 34-69

15 August 1969

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

**DATES**

5-10 October 1969

(This Seminar is in session from Sunday afternoon to Friday afternoon.)

**LOCATION**

25X1A6a

**OBJECTIVES**

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and to familiarize participants with the Agency's overall planning system.

**FOR**

Senior line and staff officers who have a need for better understanding of planning methods and processes.

Minimum grade level: GS-15

**DESCRIPTION**

A one-week, residence (full-time) course which provides a systematic framework for managerial planning by identifying and analyzing basic approaches and selected techniques. It provides orientation on the Agency's Planning, Programming, and Budgeting System. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

For maximum effectiveness each seminar requires substantial representation from each of the major components.

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GROUP 1  
Excluded from automatic  
downgrading and declassification

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Incorporated, and conducted by [REDACTED] of that firm.

PRECOURSE  
WORK

Approximately 20 hours. Materials will be sent out on or about Wednesday, 17 September 1969.

REGISTRATION

Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe. Closes Wednesday, 10 September 1969. No substitutions to be made after this date because of precourse work requirements.

TRAVEL ORDERS  
AND COST

Responsibility of participating office.

ADDITIONAL  
INFORMATION

On course content, call extension [REDACTED] On registration, extension 25X1A

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